

DEPUTY BUILDING OFFICIAL

DEFINITION

To manage, plan, direct, and coordinate the daily operations of the Construction Inspection and Plan Review sections within the building department, including the Eastern Office; to provide interface with the Planning Division and other City departments and provide primary technical advise for the Division with regard to interpretation and application of complex Code requirements; and to provide highly complex staff assistance to the Assistant Director/Building Official.

SUPERVISION RECEIVED AND EXERCISED

Receives administrative direction from the Assistant Director/Building Official.

Exercises direct supervision over assigned management, supervisory, professional, technical and clerical personnel.

ESSENTIAL FUNCTIONS– Functions may include, but are not limited to, the following:

Organize and manage the Construction Inspection and Plan Review sections; set workload priorities, reallocate staff, find necessary resources, and arrange for the assistance of outside consultants as necessary.

Maintain coordination with the Planning Division and other City departments on issues relating to the daily operations of the Inspection and Plan Review sections.

Work through assigned staff to maintain the service levels set by the Building Official and City management and that are expected by the community.

Assume the responsibilities of the Building Official in the absence of the Assistant Director/Building Official as needed.

Address operational problems promptly and appropriately without allowing escalation to higher levels.

Resolve difficult and unusual problems relating to the technical content of the building regulations.

Coordinate and encourage excellent customer service to maintain a positive public image of the City of Chula Vista.

Track and document construction inspection and plan review assignments; ensure fair and even distributions of staff workload.

Deal with the more complex personnel problems promptly and appropriately, with minimum liability to the City.

Develop and implement improvements to the plan review and inspection processes, in part by embracing appropriate new technology.

Maintain a reputation of honesty and unquestioned ethics and promote them at all level of the organization.

Monitor staff training to ensure that it is on going and effective.

Develop division policies and procedures on issues dealing with development and building regulations.

Coordinate and promote a cooperative team atmosphere among staff members.

Represent the department to outside agencies and organizations; participate in outside community and professional groups and committees; provide technical assistance as necessary.

Performed related duties as assigned.

#### MINIMUM QUALIFICATIONS

##### Knowledge of:

Principles of civil engineering, with emphasis on structural engineering.

Principles and practices of leadership, motivation, team building, and conflict resolution.

Pertinent local, State, and Federal rules, ordinances and rules.

Current building systems and methods of construction, work safety practices

Building regulations and related enforcement techniques.

Organizational analysis and management.

Principles of management, supervision, training, and performance evaluation.

Ability to:

Organize and direct the Construction Inspection and Plan Review daily operations.

Effectively manage work groups involved in the building regulatory process.

Analyze problems, identify alternative solutions, project consequences of proposed actions and implement recommendations in support of department goals.

Solve building regulation problems quickly and effectively.

Interpret and apply City and department policies, procedures, rules and regulations.

Work through subordinate staff and other division and department staff to maintain expected service levels.

Respond quickly and effectively to rapid changes in workload and regulations.

Balance competing interests in a regulatory and/or political environment.

Supervise, train, and evaluate assigned staff.

Establish and maintain effective working relationships with those contacted in the course work.

Work with various cultural and ethnic groups in a tactful and effective manner.

Demonstrate strong written/verbal communication skills and political acumen.

Experience and Training

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities would be:

Experience:

Five years of increasingly responsible experience in building plans examination in construction inspection or in building permit processing for a regulatory agency, including four years of supervisory responsibility or management of building regulatory staff.

Training:

Equivalent to a Bachelor's degree from an accredited college or university with a major in civil engineering, architecture, or a closely related field. Possession of a Certificate of Registration as Civil Engineer in the State of California desirable.

License or Certificate:

Possession of an ICC certification as Certified Building Official (CBO).

Possession of, or ability to obtain, a valid California driver's license.

PHYSICAL DEMANDS

On a continuous basis, sit at desk for long periods of time, intermittently twist to reach equipment surrounding desk; perform simple grasping and fine manipulations; use telephone, and write or use a keyboard to communicate through written means; and lift or carry weight of 15 pounds or less. See in the normal vision range with or without correction to read typical business documents, computer screens, blueprints, and drafting plans; hear in the normal range with or without correction.

WORKING ENVIRONMENT

Primary work is performed indoors in a carpeted and air-conditioned office environment with fluorescent lighting and moderate noise level. Some movement is required from office to office and there is exposure to the external environment when going to outlying offices, meeting, or performing field inspections. Work is frequently disrupted by the need to respond to in-person and telephone inquiries.

12/01